

# Precinct Worker Training

June 8, 2010
Consolidated
Primary Election

Trainers:
Angela McCormick & Amanda Bowers

## Introduction & Oath

♦ You are an integral part of our team during Election season.

- **♦**Your mission
  - Assist every qualified voter
  - Ensure security of ballots
  - Provide a positive experience
  - ♦Ensure & protect the right to vote

## Reminders and Changes

- Be a-political. No group advertising or wearing of political insignia.
- Changes to training:
  - ★New & Improved Manual!
  - **★** Full-size Power Point
  - ★ no AccuVote training
- Power Point, Procedure Manual, Blue Bag and AutoMARK Assembly available online. Class NOT available online.

## What's New?

- Central Ballot Count: AccuVotes will no longer be deployed. Ballots will be counted at the Clerk-Recorder's Office on Election night.
- No More split ballot stub!
- No Inactive Roster or Envelope #3
- New Ballot Box and Seals!
- Scissors in every Tub (be careful!)
- New Delivery Company
- Multiple Party & Non-partisan ballots

## Voter Bill of Rights

#### VOTER BILL OF RIGHTS

- You have the right to cast a ballot if you are a valid registered voter.
   A valid registered voter means a United States Citizen who is a resident in this state, who is at least 18 years of age and not in prison or on parole for conviction of a felony, and who is registered to vote at his or her current residence address.
- You have the right to cast a provisional ballot if your name is not listed on the voting rolls.
- You have the right to cast a ballot if you are present and in line at the polling place prior to the close of polls.
- 4. You have the right to cast a secret ballot free from intimidation.
- You have the right to receive a new ballot if, prior to casting your ballot, you believe you made a mistake.
  If at any time before you finally cast your ballot, you feel you have made a mistake, you have the right to exchange the spoiled ballot for a new ballot. Vote by Mail voters may also request and receive a new ballot if they return their spoiled ballot to an elections official prior to the closing of the polls on Election Day.
- You have the right to receive assistance in casting your ballot, if you are unable to vote without assistance.
- You have the right to return a completed vote by mail ballot to any precinct in the county.
- You have the right to election materials in another language, if there are sufficient residents in your precinct to warrant production.
- You have the right to ask questions about election procedures and observe the election process.
  - You have the right to ask questions of the precinct board and election officials regarding election procedures and to receive an answer or be directed to the appropriate official for an answer. However, if persistent questioning disrupts the execution of their duties, the board or election officials may discontinue responding to questions.
- You have the right to report any illegal or fraudulent activity to a local elections official or to the Secretary of State's Office.

If you believe you have been denied any of these rights, or if you are aware of any election fraud or misconduct please call the Secretary of State's confidential toll-free

> VOTER PROTECTION HOTLINE 1-800-345-VOTE (8683) OR

YOUR LOCAL ELECTION OFFICIAL'S TOLL FREE NUMBER From Atascadero and Paso Robles – 466-1262, Ext 5228 From All Other Toll Areas – 800-834-4636. Ext 5228

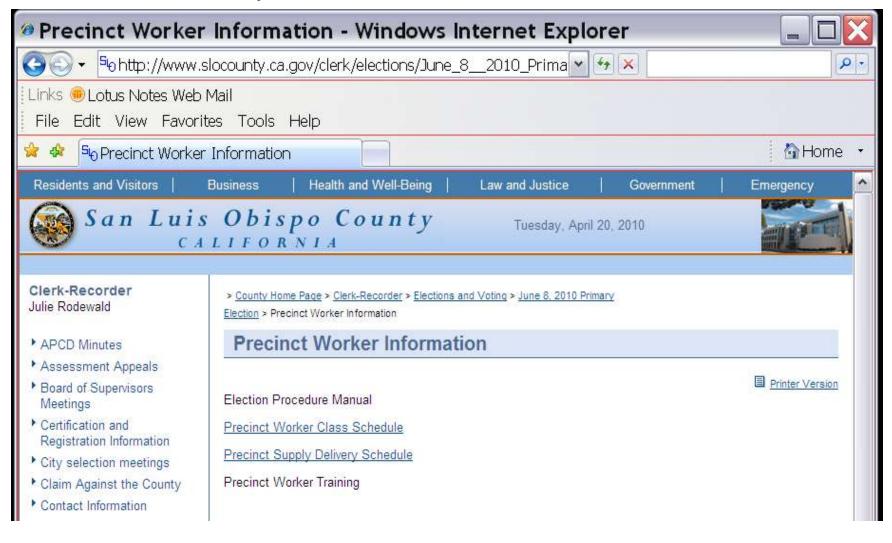
Now located inside the front cover of your manual

## Consolidated Primary Collectible Pin



## Viewing Training Materials Online

- Go to: <a href="https://www.slocounty.ca.gov/clerk">www.slocounty.ca.gov/clerk</a> click on <a href="https://elections.new.glection.glection.new.glection.new.glection.glection.glection.
- Select the information you want to view.



## Importance of Preplanning

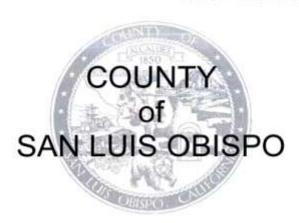
- Review Manual before Election Day
- Setting up (p. 6)
- Opening the polls (p. 8)

1<sup>st</sup> VOTER SEES THE EMPTY BALLOT BOX

Review job descriptions (p. 10)

Write notes, tab, or highlight your manual to make referencing back easier.

Leave in Precinct Supply Tub



#### **ELECTION PROCEDURE MANUAL**

Including:

Instruction Manuals for Provisional and Voted Vote-by-Mail Ballots And AutoMARK Unit

June 8th Primary Election

Prepared by: JULIE L. RODEWALD County Clerk-Recorder, Elections Division

Precinct Worker Phone Numbers: (805) 781-4106 OR 1-800-834-4636 ext. 4106 email: precinctworker@co.slo.ca.us

Website: www.slocounty.ca.gov/clerk

Who are these people and what do they do?

- Tally Clerk- keeps track of how many ballots have been issued. Crosses off the Outside index per the Outside Index Tally System
- Ballot Clerk- issues correct ballot to voter

- •Roster Clerk- first person at the board table. Uses the roster to determine voter eligibility
- Provisional Specialistassists voters whose eligibility cannot be determined by issuing a provisional ballot.

## Roster & Index

Place in Envelope No. 4 Election Night

**Consolidated Precinct** 

#### **Combined Roster and Index**

529

#### Including:

- Declarations of Precinct Workers & Filled Vacancies Certificate First page of the Combined Roster-Index (may be more than one page included.) SIGN this before you begin serving Election Day.
- Challenge List & Assisted Voter's List Second page of the Combined Roster-Index
- Late Registrants' List (if necessary)
- Closing Certificate Next to Last Page of the Combined Roster-Index. SIGN this before you leave the precinct election night.
- Voter Tally Last Page of the Combined Roster-Index

#### CONSOLIDATED PRECINCT 529

#### DECLARATION OF ELECTION OFFICERS OR DECLARATION OF PRECINCT WORKERS

On the day of election and before entering upon the performance of duties, each of the precinct board members shall sign a declaration of intention to faithfully discharge the duties of an election officer. The declaration shall be signed before any member of the precinct board. The form for each of these declarations shall be provided in the roster for the precinct. (Elections Code Section 12321)

#### STATE OF CALIFORNIA ) County of San Luis Obispo)

I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California and that I will to the best of my ability; faithfully discharge the duties of inspector or precinct board member (as indicated below)

SIGNED BY:	SIGNED IN THE PRESENCE OF:	ON:	SIGNED BY:	SIGNED IN THE PRESENCE OF:	ON:
Inspector	Witness	Date	Clerk	Wtress	Date
Inspector (if necessary)	Witness	Date	Clerk	Witness	Date
Clerk	Witness	Date	Clerk	Witness	Date
Clerk	Witness	Date	Clerk	Witness	Date
Clerk	Witness	Date	Clerk	Witness	Date
Clerk	Witness	Date	Clerk	Witness	Date
Clerk	Wilness	Date	Clerk	Witness	Date
Clerk	Witness	Date	Clerk	Witness	Date

#### **REMINDERS:**

Inspector's and all clerks sign and witness

## Roster

"WARNING: It is a crime punishable by imprisonment in the State Prison or in County Jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Election Code Section 14108 / 18560)". ACTIVE VOTERS 1052 WASHINGTON AVE HENRY MARGARET JANE 616 2626 VIRGINIA ST HENZE MARTINA DANIELE REP 190485 617 "" VOTE BY MAIL VOTER "" 6265 MARYLAND RD ALAN F HERBOLDSHEIMER 7413 REP REP \*\*\* VOTE BY MAIL VOTER \*\*\* PEDRO N 1525 OHIO DR HEREDIA 18146 DEM 619 HERMAN JOYCE:A 4915 NEW YORK BLVD 152858 REP REP 620 \*\*\* VOTE BY MAIL VOTER \*\*\* 4909 NEW YORK BLVD HERMAN LEON H 67510 REP REP 621 NEW YORK BLVD RALPHJ HERMAN SR 84844 REP REP 622 \*\*\* VOTE BY MAIL VOTER \*\*\* 4909 NEW YORK BLVD **HERMAN** RONALD A 121001 REP 823 1415 OREGON TRAIL HERMAN RUSTY ALLEN 55553 ARNOLD F. CALIFORNIA AVE HERMANSEN 123591 625 LINDA M 560 NEVADA PL HERMANSEN: 123590 626 ARIZONA WAY HERNANDEZ ALVIN 201195 DEM \*\*\* VOTE BY MAIL VOTER \*\*\* IDAHO CANYON RD HERNANDEZ DANILO 5 35508 628 **ID** Required JACOB ALVAREZ UTAH CIR HERNANDEZ 212330 629 8590 FLORIDA WAY HERNANDEZ MADELEINE REQUILME 92679 REP 630 \*\*\* VOTE BY MAIL VOTER \*\*\* GUBERNATORIAL PRIMARY ELECTION SAN MIGUEL COMMUNITY BLDG. Consolidation: 101 - CON 101-010 JUNE 8, 2010 256 13TH ST. SAN MIGUEL TOTAL SIGNATURES AFFIXED =

- Key to establishing voter's eligibility.
- Check for spelling and spaces
- VOTE-BY-MAIL VOTER in Signature space means the voter must have a ballot to surrender. No ballot = vote provisionally.

## Late Registrant Roster



- Make sure to check
- If the voter is not in the Roster or Late Registrant Roster, they vote a Provisional ballot.

## Roster

#### Everyone present at closing signs

### **Closing Certificate**

WE HERBY CERTIFY that all voters whose signatures appear in this roster voted this day, except the following who, after signing the roster failed to vote or who were challenged and denied the right to vote.

No. Voter's Name	Roster Line No.	No.	Voter's Name	Roster Line No.
1		7		
2		8		
3		9		
4		10		
5		11		
6		12		

WE FURTHER CERTIFY that the number of voters who voted in this election is \_\_\_\_\_\_ and \_\_\_\_\_.\*

and the list of voters, less those who did not vote as listed above, constitutes the roster of this precinct for this election.

WE FURTHER CERTIFY that the total number of official ballots received, voted, rejected spoiled and canceled found in the ballot container and the number accounted for is indicated on the Ballot Statement.

WE FURTHER CERTIFY that the Assisted Voters List and Challenge List show a complete list of all voters assisted or challenged. (ALL PRECINCT BOARD MEMBERS present at the closing of the polls must sign below; use the back of this sheet, if necessary)

Inspector:	Clerk:	
Clerk:	Clerk:	
Clerk:	Clerk:	
Clerk:	Clerk:	

\*NOTE TO PRECINCT BOARD MEMBERS: The figure here is determined as follows: for example: 100 persons have signed the roster during election day and 10 of these have been challenged; of the 10 challenged 8 have been allowed to vote and 2 were not allowed to vote; the actual number voting would be 98.

## Tally Sheet

							٧	0	T	Е	R		Т	Α	L	L	Υ								
1	36	71	106	141	176	211	246	281	316	351	386	421	456	491	526	561	596	631	666	701	736	771	806	841	876
2	37	72	107	142	177	212	247	282	317	352	387	422	457	492	527	562	597	632	667	702	737	772	807	842	877
3	38	73	108	143	178	213	248	283	318	353	388	423	458	493	528	563	598	633	668	703	738	773	808	843	878
4	39	74	109	144	179	214	249	284	319	354	389	424	459	494	529	564	599	634	669	704	739	774	809	844	879
5	40	75	110	145	180	215	250	285	320	355	390	425	460	495	530	565	600	635	670	705	740	775	810	845	880
6	41	76	111	146	181	216	251	286	321	356	391	426	461	496	531	566	601	636	671	706	741	776	811	846	881
7	42	77	112	147	182	217	252	287	322	357	392	427	462	497	532	567	602	637	672	707	742	777	812	847	882
8	43	78	113	148	183	218	253	288	323	358	393	428	463	498	533	568	603	638	673	708	743	778	813	848	883
9	44	79	114	149	184	219	254	289	324	359	394	429	464	499	534	569	604	639	674	709	744	779	814	849	884
10	45	80	115	150	185	220	255	290	325	360	395	430	465	500	535	570	605	640	675	710	745	780	815	850	885
11	46	81	116	151	186	221	256	291	326	361	396	431	466	501	536	571	606	641	676	711	746	781	816	851	886
12	47	82	117	152	187	222	257	292	327	362	397	432	467	502	537	572	607	642	677	712	747	782	817	852	887
13	48	83	118	153	188	223	258	293	328	363	398	433	468	503	538	573	608	643	678	713	748	783	818	853	888
14	49	84	119	154	189	224	259	294	329	364	399	434	469	504	539	574	609	644	679	714	749	784	819	854	899
15	50	85	120	155	190	225	260	295	330	365	400	435	470	505	540	575	610	645	680	715	750	785	820	855	890
16	51	86	121	156	191	228	261	296	331	366	401	436	471	506	541	576	611	646	681	716	751	786	821	856	891
17	52	87	122	157	192	227	262	297	332	367	402	437	472	507	542	577	612	647	682	717	752	787	822	857	892
18	53	88	123	158	193	228	263	298	333	368	403	438	473	508	543	578	613	648	683	718	753	788	823	858	893
19	54	89	124	159	194	229	264	299	334	369	404	439	474	509	544	579	614	649	684	719	754	789	824	859	894
20	55	90	125	160	195	230	265	300	335	370	405	440	475	510	545	580	615	650	685	720	755	790	825	860	895
21	56	91	126	161	196	231	266	301	336	371	406	441	476	511	546	581	616	651	686	721	756	791	826	861	896
22	57	92	127	162	197	232	267	302	337	372	407	442	477	512	547	582	617	652	687	722	757	792	827	862	897
23	58	93	128	163	198	233	268	303	33B	373	408	443	478	513	548	583	618	653	688	723	758	793	828	863	898
24	59	94	129	164	199	234	269	304	339	374	409	444	479	514	549	584	619	654	689	724	759	794	829	864	899
25	60	95	130	165	200	235	270	305	340	375	410	445	480	515	550	585	620	655	690	725	760	795	830	865	900
26	61	96	131	166	201	236	271	306	341	376	411	446	481	516	551	586	621	656	691	726	761	796	831	866	901
27	62	97	132	167	202	237	272	307	342	377	412	447	482	517	552	587	622	657	692	727	762	797	832	867	902
28	63	98	133	168	203	238	273	308	343	378	413	448	483	518	553	588	623	658	693	728	763	798	833	868	903
29	64	99	134	169	204	239	274	309	344	379	414	449	484	519	554	589	624	659	694	729	764	799	834	869	904
30	65	100	135	170	205	240	275	310	345	380	415	450	485	520	555	590	625	660	695	730	765	800	835	870	905
31	66	101	136	171	206	241	276	311	346	381	416	451	486	521	556	591	626	661	696	731	766	801	836	871	906
32	67	102	137	172	207	242	277	312	347	382	417	452	487	522	557	592	627	662	697	732	767	802	837	872	907
33	68	103	138	173	208	243	278	313	348	383	418	453	488	523	558	593	628	663	698	733	768	803	838	873	908
34	69	104	139	174	209	244	279	314	349	384	419	454	489	524	559	594	629	664	699	734	769	804	839	874	909

175 210 245 280 315 350 385 420 455 490 525 560 595 630 665 700

### Conveniently

located in
the back of
the roster

- This is mandatory. It tracks the number of voters.
- Used to balance hourly against the Outside Index Tally System and at the Close of Polls.

## Outside Index Tally System

con#529

Place in Envelope #4
Election Night

#### Outside Index Tally System

The Outside Index Tally system is designed to keep track of voters so the Outside Index can be marked quickly & accurately at the top of each hour. There is a space to track the number of late registrants. There is also an area designed to keep a running tally to make periodic balancing easier.

The ROSTER CLERK will state the Voter's Line Number. Cross out that number on the page which corresponds with the appropriate hour. A red pen is recommended,

At the end of each hour, take the sheet for that hour and use it to mark off the Outside Index that says MARKED on the cover. Line through the voters name that corresponds with the line # crossed off on the Outside Index Tally System.

#### Balancing at the end of the hour

Example: It's 9am.

There have been three voters between 8 & 9am. Line numbers 807, 898, and one voter in the Late Registrant roster.

Between 7- 8am there were 3 voters Write in 3 for <u>Total Previous</u>, 2 for <u>Total This Hr</u>. Add those together, 6 voters so far today.

Look on the Tally Sheet and see that it is marked showing 6 voters have been here today. Congratulations! The roster balanced for this hour.

Now, write in 6 on the next page's <u>Total Previous</u> to start the 9-10am hour.

801	841	881	921	961
802	842	882	922	962
803	843	883	923	963
804	844	884	924	964
805	845	885	925	965
806	846	886	926	966
786	847	887	927	967
808	848	888	928	968
809	849	889	929	969
810	850	890	930	970
811	851	891	931	971
812	852	892	932	972
813	853	893	933	973
814	854	894	934	974
815	855	895	935	975
816	856	896	936	976
817	857	897	937	977
818	858	898	938	978
819	859	899	939	979
820	860	900	940	980
821	861	901	941	981
822	862	902	942	982
823	863	903	943	983
824	864	904	944	984

Late Regi		)		
7	L	1 8		
L	L	Vote	ers listed in	the Late Registrant Roster
L	L	will	not have li	ne numbers , but they will still be tallied.
L	L	> Use	this section	n to keep track of them
L	L			
L	L			
L	L			
L	L			
L	L			
L	L	)		
				Write Current Total from previous page.
				(1st hr do not use this space.)
Total Previo	w 16.	3	-	
	-		- 1	Count the numbers crossed off in red. Write it here.
Total This	Ge:	2	•	Don't forget the numbers on the backside of page.
1000 1118			_	bon t lorget the numbers on the backside of page.
Add Late	ř.			Enter number of Late Registrants
Registrani		1	4	for this hour, if any.
rveyistidil			_	for this flour, it ally.
Current To	fol	6		Add the lines together to get the Current Total.
Content 10	-			(this number will then be placed on top line of next hr.)
Tally # fro				(inis number was trien be placed on top line of next hr.)
		6	1	Company with Talks shoot. Write that overhead have
Tally She	or.		-	Compare with Tally sheet. Write that number here.
T-11. # -b-		200		Numbers must match. If not, start looking
Tally # sho Current to	0.00			for the error.
Current to	rial appor	VU		

Duts	ide	Index	Tal	ly Sy	sten	1	7am	- 8 ar	n																
1	41	81	121	161	201	241	281	321	361	401	441	481	521	561	601	641	681	721	761	801	841	881	921	961	1
2	42	82	122	162	202	242	282	322	362	402	442	482	522	562	602	642	682	722	762	802	842	882	922	962	
3	43	83	123	163	203	243	283	323	363	403	443	483	523	563	603	643	683	723	763	803	843	883	923	963	Late Registrants
4	44	84	124	164	204	244	284	324	364	404	444	484	524	564	604	644	684	724	764	804	844	884	924	964	LLL
5	45	85	125	165	205	245	285	325	365	405	445	485	525	565	605	645	685	725	765	805	845	885	925	965	LL
6	46	86	126	166	206	246	286	326	366	406	446	486	526	566	606	646	686	726	766	806	846	886	926	966	
7	47	87	127	167	207	247	287	327	367	407	447	487	527	567	607	647	687	727	767	807	847	887	927	967	i i
В	48	88	128	168	208	248	288	328	368	408	448	488	528	568	608	648	688	728	768	808	848	888	928	968	l <del>li i</del>
9	49	89	129	169	209	249	289	329	369	409	449	489	529	569	609	649	689	729	769	809	849	889	929	969	L L
10	50	90	130	170	210	250	290	330	370	410	450	490	530	570	610	650	690	730	770	810	850	890	930	970	1 1
11	51	91	131	171	211	251	291	331	371	411	451	491	531	571	611	651	691	731	771	811	851	891	931	971	i i
12	52	92	132	172	212	252	292	332	372	412	452	492	532	572	612	652	692	732	772	812	852	892	932	972	L L
13	53	93	133	173	213	253	293	333	373	413	453	493	533	573	613	653	693	733	773	813	853	893	933	973	i i
14	54	94	134	174	214	254	294	334	374	414	454	494	534	574	614	654	694	734	774	814	854	894	934	974	
15	55	95	135	175	215	255	295	335	375	415	455	495	535	575	615	655	695	735	775	815	855	895	935	975	
16	56	96	136	176	216	256	296	336	376	416	456	496	536	576	616	656	696	736	776	816	856	896	936	976	Total Previous:
17	57	97	137	177	217	257	297	337	377	417	457	497	537	577	617	657	697	737	777	817	857	897	937	977	Total Frevious.
18	58	98	138	178	218	258	298	338	378	418	458	498	538	578	618	658	698	738	778	818	858	898	938	978	1
19	59	99	139	179	219	259	299	339	379	419	459	499	539	579	619	659	699	739	779	819	859	899	939	979	Total This Hr
20	60	100	140	180	220	260	300	340	380	420	460	500	540	580	620	660	700	740	780	820	860	900	940	980	Total This Hr:
21	61	101	141	181	221	261	301	341	381	421	461	501	541	581	621	661	701	741	781	821	861	901	941	981	Add # of
22	62	102	142	182	222	262	302	342	382	422	462	502	542	582	622	662	702	742	782	822	2000	902	942	982	
23	63	103	143	183	223	263	303	343	383	423	463	503	543	583	623	663	702	743	783		862	903	943		Late
24	64	104	144	184	224	264	304	344	384	424	464	504	1000	584	515.755.55	10.00	20.000	744		823	863			983	Registrants
25	65	105	145	185	225	265	305	345	385	425	465	505	544		624	664	704	1000000	784	824	864	904	944	984	
26	66	105	146	186		266	306	346	386	426	466		545	585	625	665	705	745	785	825	865	905	945	985	
27	67	107	147		226	267		347	387	427	467	506	546	586	626	666	706	746	786	826	866	906	946	986	Current Total
	-	100000000000000000000000000000000000000	400.000	187	227	1.000	307	70.10			1.7000000	507	547	587	627	667	707	747	787	827	867	907	947	987	
28	68	108	148	188	228	268	308	348	388	428	468	508	548	588	628	668	708	748	788	828	868	908	948	988	22/2/2005
29	69	1 1 1 1 1 1 1 1 1 1	149	189	229	269	309	349	389	429	469	509	549	589	629	669	709	749	789	829	869	909	949	989	Tally # from
30	70	110	150	190	230	270	310	350	390	430	470	510	550	590	630	670	710	750	790	830	870	910	950	990	Tally Sheet
31	71	111	151	191	231	271	311	351	391	431	471	511	551	591	631	671	711	751	791	831	871	911	951	991	1000
32	72	112	152	192	232	272	312	352	392	432	472	512	552	592	632	672	712	752	792	832	872	912	952	992	
33	73	113	153	193	233	273	313	353	393	433	473	513	553	593	633	673	713	753	793	833	873	913	953	993	Tally # should match
34	74	114	154	194	234	274	314	354	394	434	474	514	554	594	634	674	714	754	794	834	874	914	954	994	Current total above
35	75	115	155	195	235	275	315	355	395	435	475	515	555	595	635	675	715	755	795	835	875	915	955	995	
36	76	116	156	196	236	276	316	356	396	436	476	516	556	596	636	676	716	756	796	836	876	916	956	996	
37	77	117	157	197	237	277	317	357	397	437	477	517	557	597	637	677	717	757	797	837	877	917	957	997	
38	78	118	158	198	238	278	318	358	398	438	478	518	558	598	638	678	718	758	798	838	878	918	958	998	
39	79	119	159	199	239	279	319	359	399	439	479	519	559	599	639	679	719	759	799	839	879	919	959	999	b v
40	80	120	160	200	240	280	320	360	400	440	480	520	560	600	640	680	720	760	800	840	880	920	960	1000	Turn over for more numbe

 Cross off the line # of the voter so they can be marked off the outside index.

## **Outside Indexes**

PUT in Envelope No. 4 Election Night

#### NOTICE

THIS INDEX SHALL NOT BE MARKED IN ANY MANNER EXCEPT BY A MEMBER OF THE PRECINCT BOARD ACTING PURSUANT TO SECTION 14294 OF THE ELECTIONS CODE. ANY PERSON WHO REMOVES, TEARS, MARKS OR OTHERWISE DEFACES THIS INDEX WITH THE INTENT TO FALSIFY OR PREVENT OTHERS FROM READILY ASCERTAINING THE NAME OR POLITICAL AFFILIATION OF ANY VOTER, OR THE FACT THAT A VOTER HAS OR HAS NOT VOTED, IS GUILTY OF A MISDEMEANOR.

(Elections Code Section 14105)

**CON 529** 

Marked Index— REMEMBER TO STOP MARKING THIS OUTSIDE INDEX AFTER THE 6PM MARKING.

**Post** outside the outermost door or directly inside the outermost door of the polling place.

PUT in Envelope No. 4 Election Night

#### NOTICE

THIS INDEX SHALL NOT BE MARKED IN ANY MANNER EXCEPT BY A MEMBER OF THE PRECINCT BOARD ACTING PURSUANT TO SECTION 14297 OF THE ELECTIONS CODE. ANY PERSON WHO REMOVES, TEARS, MARKS OR OTHERWISE DEFACES THIS INDEX WITH THE INTENT TO FALSIFY OR PREVENT OTHERS FROM READILY ASCERTAINING THE NAME OR POLITICAL AFFILIATION OF ANY VOTER, OR THE FACT THAT A VOTER HAS OR HAS NOT VOTED, IS GUILTY OF A MISDEMEANOR.

(Elections Code Section 14105)

**CON 529** 

#### OUTSIDE INDEX

Hors Oute: 4/20/2010

1771-1410	LAST HAVE	FIRST NAME	WHEE	divino.	BATTOL MAT	UILLE
190485	HENZE	MARTINA DANIELE	REP	VBM	7	617
7413	HERBOLDSHEIMER	ALAN F	REP	VBM	7	618
18146	HEREDIA	PEDRO N	DEM		7	619
152858	HERMAN	JOYCE A	REP	VBM	.7	620
67510	HERMAN	LEON H	REP		7	621
84844	HERMAN SR	RALPH J	REP	VBM	7	622
121001	HERMAN	RONALD A	REP	VBM	7	623
55553 -	-HERMAN	RUSTY ALLEN	-DS			624
123591	HERMANSEN	ARNOLD F	Al		7	625
123590	HERMANSEN	LINDA M	Al		7	626
201195	HERNANDEZ	ALVIN	DEM	VBM	7	627
35506	HERNANDEZ	DANILO S	DS		7	628
212330	HERNANDEZ	JACOB ALVAREZ	DEM		7	629
92679	HERNANDEZ	MADELEINE REQUILM	MEREP	VBM	7	630
84616	HERNANDEZ	RONALD	DS		7	631
43763	HERRERA	ANTHONY PETER	DEM		7	632
50046	HERRERA	KELLI DAWN	REP		7	633
127764	ніскок	DAVID C	DEM		7	634
172331	ніскок	JOSHUA JAMES	DEM		7	635
127763	ніскок	LINDA K	DEM		7	636
43748	HICKS	GREGORY ALLEN	REP	VBM	7	637
191488	HIERHOLZER	GREGG ANTHONY	DEM	VBM	7	638
GUBERNA	TORIAL PRIMARY ELECTION	SAN MIGUEL COMMU	INITY BLDG.	Consulidati		

# Marking the <sup>19</sup> Outside Index

- Cross off additional Vote-by-Mail voters in red before Election Day.
- Using the line numbers from the Outside Index Tally System line out the voters each hour.

## Ballot Overview

Precinct Number can be found in the upper left corner of the ballot and on the Voter stub. Make sure the voter brings the ballot back to the correct precinct ballot box.



secrecy sleeves.

Do not write on them.

#### What's on the Ballot:

U.S. Senator

U.S. Representative 23<sup>rd</sup> Dist

Member of the State Assembly 33<sup>rd</sup> District

Democratic Central Committee member 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> Districts

Judge of the Superior Court

Superintendent of Schools

County Supervisors 2<sup>nd</sup> & 4<sup>th</sup> Districts

**County Assessor** 

County Auditor-Controller

County Clerk-Recorder

Sheriff-Coroner

**District Attorney** 

Tax Collector-Public Administrator

City of Morro Bay; Mayor and City Councilmember

City of Arroyo Grande Measure A-10

DO NOT DEPOSIT THE SECRECY SLEEVES WITH THE BALLOTS

## Party Ballot Table

Party	Con #	Header Background Color	Bear Color	Notation in Upper Right Corner	To Whom is it Issued	Notation in Roster for DS Voters
Democratic	101-125; 501-527	Lavender	Lavender	DEM/DS	DEM DS	DEM
Democratic	201-229; 301-327; 401-428	Lavender	Lavender	DEM	DEM	N/A
Democratic- No Central Committee	201-229; 301-327; 401-428	White	Lavender	DS	DS	DEM
Republican	ALL	Orange	Orange	REP/DS	REP DS	REP
American Independent	ALL	Blue	Blue		AI	N/A
Green	ALL	Brown	Brown		GRN	N/A
Libertarian	ALL	Green	Green		LIB	N/A
Peace and Freedom	ALL	Red	Red		PF	N/A
Non- Partisan	ALL	White	Brown		DS (unless they get a party ballot)	NP

## Accessibility at the Polling Place

Ask yourself if the following are accessible:

#### The Parking Space?

- Clearly marked w/ sign at front
- Firm level ground
- Cones placed where needed

#### The Path of Travel?

- Any impediments to wheelchair use?
- Doorway thresholds have mats over them, if needed.
- Doors hard to open/not 32" wide? Leave open.
- Place door bell at place where problem exists.

#### Inside The Polling Place?

- AutoMARK is set up properly
- Disabled voting booth is set up properly
- Enough space for wheelchair user to maneuver inside
- No public restroom usage.
- Voters unable to come inside may request curbside voting.







# Assisting Voters with Special Needs

Special DVD
 Presentation
 provided in
 cooperation with
 Access for All

## Cultural Sensitivity

- Voters may contest an election based on misconduct by a poll worker.
- All U.S. citizens have the right to vote
- Be polite to voters and respectful of diverse cultures
- Assess the needs of each individual voter
- Talk directly to the voter not to the interpreter, companion, or assistant.
- All voters must be processed in the order in which they appeared to vote.
- Display Statewide Official Voter Information Guide provided in English, Spanish, and large-print.
- Voter is allowed to be assisted by up to two people.
- Elections Office has three Spanish speaking people.
- Report insensitive poll workers to Elections Officials.

## Street Poll Place Look-up

Street Poll Place Look-up

	LECTION		in Date : 4/72/2019						
		JUNE 8, 2010					2010	te : 6/3/	Section De
		Type	Ballot T	Consolidation	Post	Pre	Side	To	From
Accessib	Handicap A								1ST ST
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Both	398	200
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Both	699	400
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Both	898	700
Accessib	Handicap A								2ND ST
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Both	399	100
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Both	699	400
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Both	899	700
Accessib	Handicap A								3RD ST
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Both	399	100
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Both	699	400
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Both	899	700
Y	GROVER BEACH COMMUNITY CENTER	1230 TROUVILLE AVE- GROVER BEACH	10	CON 326-48L		S	Both	299	100
Accessib	Handicap A								4TH ST
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Even	498	100
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Odd	399	101
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Odd	699	401
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Even	898	500
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Odd	899	701
Y	GROVER BEACH COMMUNITY CENTER	1230 TROUVILLE AVE- GROVER BEACH	10	CON 326-48L		s	Even	498	100
Y	GROVER BEACH COMMUNITY CENTER	1230 TROUVILLE AVE- GROVER BEACH	10	CON 326-48L		S	Odd	399	101
Y	GROVER BEACH COMMUNITY CENTER	1230 TROUVILLE AVE- GROVER BEACH	10	CON 326-48L		S	Odd	799	401
Y	GROVER BEACH COMMUNITY CENTER	1230 TROUVILLE AVE- GROVER BEACH	10	CON 326-48L		S	Both	1299	800
Accessib	Handicap A								5TH ST
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Both	499	100
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Both	999	500
Y	GROVER BEACH COMMUNITY CENTER	1230 TROUVILLE AVE- GROVER BEACH	10	CON 326-48L		S	Both	399	100
Y	GROVER BEACH COMMUNITY CENTER	1230 TROUVILLE AVE- GROVER BEACH	10	CON 326-48L		S	Both	799	400
Accessib	Handicap /								6TH ST
Y	RAMONA GARDEN PARK CENTER	993 RAMONA AVE - GROVER BEACH	10	CON 322-45		N	Both	499	100

## Street Poll Place Look-up

- Things to notice:
  - Street names are in grey highlight across page
  - Watch the house numbers, look at the whole section of the street before referring.
  - Which side of the street? Even, odd, or both?
  - Which direction of the street does someone live on? North, south, east, or west?
  - Tells which ballot type is being issued
  - Mail Ballot Precincts
  - Name and address of precincts
  - If they are Accessible

## Challenging a Voter

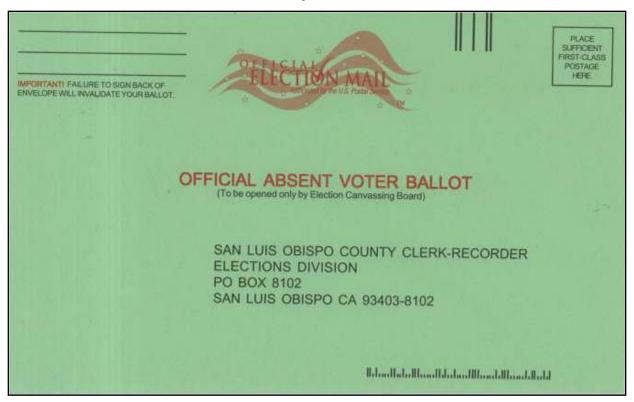
- Manual p. 26
- If polling place operations have been disrupted by a voter's behavior:
  - Immediately report disruptive behavior to county elections office
  - Contact law enforcement
  - Try to separate the disruptive behavior from the operation of the polling place.
- Poll workers are not expected to put themselves in physical jeopardy.
- With the creation of provisional voting, there
  is little need to challenge a voter.

## **Provisional Voters**

- Manual p. 31
- Eligibility to vote cannot be determined using the Roster.
- Envelope Sample (p. 35), Make Sure:
  - 6 Reasons
  - Envelope LEGIBLE & COMPLETED by Voter
  - Roster is Legible & Completed by Provisional Specialist. <u>Voter only signs</u>
  - Tape Tally Sheet on Blue Bag
    - Ballots are tallied BEFORE dropped in Blue Bag
  - Complete, SIGN, Inspector sign Provisional Ballot Statement on BACK of the Provisional Roster
- If a provisional voter signs the main roster, cross out their signature and make a note they voted provisionally—do not count as regular voter.

## Returned Voted Vote-by-Mail Ballots

- Manual p. 37
- Make sure:
  - Envelopes are from San Luis Obispo County
    - If it has a San Luis Obispo County return address on the front, it is from SLO. Accept it.



- No envelope—use Green Envelope
- Envelopes are signed & completed LEGIBLY & COMPLETELY.
- Tally the ballots BEFORE dropping them in the Blue Bag
- Other county ballots: NOT counted or tallied, place in Blue Bag, if the voter insists the want to leave the ballot

NOTICE: The voter must sign the declaration below in his or IMP her own handwriting in order for the ballot to be counted. Your voted absentee ballot must be received by the Elections Department or any polling place in San Luis Obispo County by the close of the polls (8:00 pm) Election day.	PORTANT: Complete information below ONLY if this ballot is hand delivered to the Elections Office or to the Precinct Board at any Polling Place within the County on election day by someone other than the voter.
I am a resident of and a voter in the precinct, and the person whose name appears on the envelope. I have not applied nor intend to apply for an absent voter ballot from any other jurisdiction for the same election. I declare under penalty of perjury under the laws of the State of California that the foregoing declarations are to the best of my knowledge and belief true and correct. VOTING TWICE IN THE SAME ELECTION CONSTITUTES ACRIME.  SIGN D. VOTOL  Signature of Voter (De Not Print/State will not be counted without signature)  Residence address in San Luis Obispo County (P O Box not acceptable)  Date: 010108  If you have spoiled your ballot and wish another sent to you, enclose the spoiled ballot and mark a check in this box  If the voter is unable to sign his/hor name, he/she may mark an "X" and have it witnessed by one (1) person.  Witness X  VOTER MUST SIGN OR  THE BALLOT CANNOT BE  COUNTED	COMPLETE THIS BOX IF BALLOT IS RETURNED BY A DESIGNEE  Due to illness or disability, I designate the following person to return my ballot to the Elections Office or to the Precinct Board at any Polling Place within the County on election day. Relationship (circle one): spouse, child, parent, grandparent, grandchild, brother, sister or a person residing in voter's household.    Print name of designee returning ballot   Signature of designee returning ballot

## Electioneering

Electioneering (Manual p. 30)

## Closing Procedures

- Distribute Closing Checklists. (p. 15)
- Rubber band ballots in batches of 50
- Forms indicate where they are to be placed on Election Night.
- In unusual and rare circumstances, there could be a court order that would extend the voting hours.

For line by line instructions see pg 17 of the Procedure Manual

# Precinct Ballot Statement

All Workers present at Closing must sign

## Don't forget to mail the White copy in the SASE

PUT yellow copy in Envelope No. 4 MAIL white copy in envelope

#### PRECINCT BALLOT STATEMENT

(Elections Code 14405, 14421, 15271, 15275

2. Total NUMBER of VOTERS who SIGNED roster 3. Number of VOTED ballots a. Number of voted ballots in the ballot box b. Number of AutoMARK ballots, if any TOTAL of Lines 3a and 3b Line 3  4. DIFFERENCE between number on Line 2 (signatures on roster) AND on Line 3 (voted ballots) if any 5. Number of SPOILED ballots (ballots issued to a voter but returned unvoted) 6. Number of UNUSED precinct ballots from Precinct Ballot Quantities Worksheet Line 6  Reasons for difference, if any, between Lines 2 and 3, as entered on Line 4.  We CERTIFY that the above information is true and correct.  CERTIFICATE OF PACKAGING AND SEALING We also CERTIFY that the following containers or envelopes were sealed (if necessary) in our presence and that we have enclosed in the containers or envelopes the contents listed on each label.  TAKE the following items to the Regional or Central Collection Center Blue Bag containing VOTED Vote by Mail Ballots and VOTED Provisional Ballots (if any)  Canvas Bag Containing:  Envelope No. 2 – See envelope for list of contents Envelope No. 4 – See envelope for list of contents Envelope No. 4 – See envelope for list of contents Container(s) for Voted Ballots – Voted BALLOTS from ballot box (Indicate number of ballot in each box and the number of boxes you are returning on the seal of each box; for example, 1 of 2, 2 of 2, etc).  LEAVE Envelope No. 5, precinct supply tub, ballot box and voting booths at the polling place.  Date:  Time:  Clerk:  Clerk:  Clerk:				
3. Number of VOTED ballots a. Number of voted ballots in the ballot box b. Number of AutoMARK ballots, if any TOTAL of Lines 3a and 3b  4. DIFFERENCE between number on Line 2 (signatures on roster) AND on Line 3 (voted ballots) if any 5. Number of SPOILED ballots (ballots issued to a voter but returned unvoted) 6. Number of UNUSED precinct ballots from Precinct Ballot Quantities Worksheet Line 6  Reasons for difference, if any, between Lines 2 and 3, as entered on Line 4.  We CERTIFY that the above information is true and correct.  CERTIFICATE OF PACKAGING AND SEALING  We also CERTIFY that the following containers or envelopes were sealed (if necessary) in our presence and that we have enclosed in the containers or envelopes the contents listed on each label.  TAKE the following items to the Regional or Central Collection Center Blue Bag containing VOTED Vote by Mail Ballots and VOTED Provisional Ballots (if any)  Canvas Bag Containing:  • Envelope No. 2 – See envelope for list of contents • Envelope No. 4 – See envelope for list of contents • Container(s) for Voted Ballots – Voted BALLOT's from ballot box (Indicate number of ballot in each box and the number of boxes you are returning on the seal of each box; for example, 1 of 2, 2 of 2, etc).  LEAVE Envelope No. 5, precinct supply tub, ballot box and voting booths at the polling place.  Date:  Time:  Clerk:  Clerk:  Clerk:  Clerk:  Clerk:  Clerk:	1.	Total number of PRECINCT BALLOTS (ALL PART Precinct Ballot Quantilies Worksheet	TIES in a Primary) received from the	Line 1
a. Number of voted ballots in the ballot box b. Number of AutoMARK ballots, if any TOTAL of Lines 3 and 3b 4. DIFFERENCE between number on Line 2 (signatures on roster) AND on Line 3 (voted ballots) if any 5. Number of SPOILED ballots (ballots issued to a voter but returned unvoted) 6. Number of UNUSED precinct ballots from Precinct Ballot Quantities Worksheet Line 6  Reasons for difference, if any, between Lines 2 and 3, as entered on Line 4.  We CERTIFY that the above information is true and correct.  CERTIFICATE OF PACKAGING AND SEALING  We also CERTIFY that the following containers or envelopes were sealed (if necessary) in our presence and that we have enclosed in the containers or envelopes the contents listed on each label.  TAKE the following items to the Regional or Central Collection Center Blue Bag containing VOTED Vote by Mail Ballots and VOTED Provisional Ballots (if any)  Canvas Bag Containing:  Envelope No. 2 – See envelope for list of contents  Envelope No. 4 – See envelope for list of contents  Envelope No. 4 – See envelope for list of contents  Container(s) for Voted Ballots – Voted BALLOTS from ballot box (Indicate number of ballot in each box and the number of boxes you are returning on the seal of each box; for example, 1 of 2, 2 of 2, etc).  LEAVE Envelope No. 5, precinct supply tub, ballot box and voting booths at the polling place.  Date:  Time:  Clerk:  Clerk:  Clerk:  Clerk:  Clerk:	2.	Total NUMBER of VOTERS who SIGNED roster		Line 2
## TOTAL of Lines 3a and 3b  ## DIFFERENCE between number on Line 2 (signatures on roster) AND on Line 3 (voted ballots) if any  ## Line 4	3.		Line 3a	
4. DIFFERENCE between number on Line 2 (signatures on roster) AND on Line 3 (voted ballots) if any  5. Number of SPOILED ballots (ballots issued to a voter but returned unvoted)  6. Number of UNUSED precinct ballots from Precinct Ballot Quantities Worksheet Line 6  Reasons for difference, if any, between Lines 2 and 3, as entered on Line 4.  We CERTIFY that the above information is true and correct.  CERTIFICATE OF PACKAGING AND SEALING  We also CERTIFY that the following containers or envelopes were sealed (if necessary) in our presence and that we have enclosed in the containers or envelopes the contents listed on each label.  TAKE the following items to the Regional or Central Collection Center Blue Bag containing VOTED Vote by Mail Ballots and VOTED Provisional Ballots (if any)  Canvas Bag Containing:  • Envelope No. 2 – See envelope for list of contents  • Envelope No. 4 – See envelope for list of contents  • Container(s) for Voted Ballots – Voted BALLOTS from ballot box (Indicate number of ballot in each box and the number of boxes you are returning on the seal of each box; for example, 1 of 2, 2 of 2, etc).  LEAVE Envelope No. 5, precinct supply tub, ballot box and voting booths at the polling place.  Date:  Time:  Clerk:  Clerk:  Clerk:  Clerk:		b. Number of AutoMARK ballots, if any	Line 3b	
on roster) AND on Line 3 (voted ballots) if any  5. Number of SPOILED ballots (ballots issued to a voter but returned unvoted)  6. Number of UNUSED precinct ballots from Precinct Ballot Quantities Worksheet Line 6  Reasons for difference, if any, between Lines 2 and 3, as entered on Line 4.  We CERTIFY that the above information is true and correct.  CERTIFICATE OF PACKAGING AND SEALING  We also CERTIFY that the following containers or envelopes were sealed (if necessary) in our presence and that we have enclosed in the containers or envelopes the contents listed on each label.  TAKE the following items to the Regional or Central Collection Center Blue Bag containing VOTED Vote by Mail Ballots and VOTED Provisional Ballots (if any)  Canvas Bag Containing:  • Envelope No. 2 – See envelope for list of contents  • Envelope No. 4 – See envelope for list of contents  • Container(s) for Voted Ballots – Voted BALLOTS from ballot box (Indicate number of ballot in each box and the number of boxes you are returning on the seal of each box; for example, 1 of 2, 2 of 2, etc).  LEAVE Envelope No. 5, precinct supply tub, ballot box and voting booths at the polling place.  Date:  Time:  Clerk:  Clerk:  Clerk:  Clerk:  Clerk:  Clerk:		TOTAL of Lines 3a and 3b		Line 3
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any)  Canvas Bag Containing:  Envelope No. 2 – See envelope for list of contents  Envelope No. 4 – See envelope for list of contents  Container(s) for Voted Ballots – Voted BALLOTS from ballot box (Indicate number of ballot in each box and the number of boxes you are returning on the seal of each box; for example, 1 of 2, 2 of 2, etc).  LEAVE Envelope No. 5, precinct supply tub, ballot box and voting booths at the polling place.  Date:	and th	so CERTIFY that the following containers or en nat we have enclosed in the containers or envel AKE the following items to the Re	velopes were sealed (if necessary opes the contents listed on each land ogional or Central Collec	in our presence, shel. tion Center.
Date:   Time:    Inspector:   Clerk:    Clerk:   Clerk:	ar	anvas Bag Containing:  Envelope No. 2 – See envelope for list of  Envelope No. 4 – See envelope for list of o  Container(s) for Voted Ballots – Voted Ballot in each box and the number of boxes you a	f contents ontents ALLOTS from ballot box (Indicate)	number of ballots
			pallot box and voting booths a	t the polling
Clerk:	Date:		Time:	
Clerk:	Inspe	ctor:	Clerk:	

## Precinct Worker Training Evaluation

 Thank you for joining us for Precinct Worker Training. If you could now take some time to fill out an evaluation your time has been greatly appreciated.

## Thank you!